

**COUNTY OF SAN BERNARDINO**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**  
**TABLE OF CONTENTS**

	<u>PAGE</u>
I. Definition of Terms	1
II. Objectives/Policy Statement	1
III. Non-discrimination	4
IV. DBE Program Updates	4
V. Quotas	4
VI. DBE Liaison Officer	4
VII. Federal Financial Assistance Agreement Assurances	6
VIII. Financial Institutions	6
IX. DBE Directory	6
X. Overconcentration	7
XI. Outreach and Business Development Program	7
XII. Required Contract Clauses	8
<ul style="list-style-type: none"><li>• Contract Assurance</li><li>• Prompt Payment</li><li>• Satisfactory Performance</li><li>• Release of Retainage</li><li>• Ongoing Compliance Monitoring</li></ul>	
XIII. Monitoring and Enforcement Mechanisms	9
<ul style="list-style-type: none"><li>• Monitoring Audits</li><li>• Monitoring Audit Procedures</li><li>• After Contract Award</li><li>• Pre-construction Conference</li><li>• Construction Contract Monitoring</li><li>• Substitution</li><li>• Record Keeping and Final Report Utilization of DBE's</li></ul>	
XIV. Overall Goals	13
<ul style="list-style-type: none"><li>• Amount of Goal</li></ul>	

	<u>PAGE</u>
<ul style="list-style-type: none"> <li>• Methodology</li> <li>• Step 1: Establishing Base Figure</li> <li>• Categories</li> <li>• Step 2: Adjusting the Base Figure</li> <li>• Breakdown of Estimated Race-neutral and Race-Conscious</li> <li>• Participation</li> <li>• Race-Neutral Measures</li> <li>• Race-Conscious Measures Goals</li> </ul>	
Process	
XV. Contract Goals	16
XVI. Transit Vehicle Manufacturers	17
XVII. Good Faith Efforts	17
<ul style="list-style-type: none"> <li>• Information to be Submitted</li> <li>• Demonstration of Good Faith Efforts</li> <li>• Administrative Reconsideration</li> </ul>	
XVIII. Counting DBE Participation	19
XIX. Certification	19
XX. Information Collection and Reporting	20
<ul style="list-style-type: none"> <li>• Bidder's List and DBE Subcontractors Bidder's Packet</li> <li>• Monitoring Payments to DBE's</li> <li>• Internal Reporting Requirements</li> </ul>	
Appendix A: Guidance Concerning Good Faith Efforts	
Appendix B: DBE Program Organizational Chart	
Appendix C: Bidder's List Form	
Appendix D: DBE Subcontractors Bidder's Packet	
Appendix E: Overall Annual DBE Goal Analysis for FFY 2000/01	
Appendix F: Proof of Annual Goals Publication	
Appendix G: Endorsements	